



Form 505, Revised 09/03/2015

SIR-20YY.MMDD.X  
**Enterprise Information Security Office**  
**Security Investigation Request**

**ALL Information Required**

**FOR ALL SECURITY REQUESTS TYPES: PLEASE PLAN FOR 48-72 FOR APPROVAL PROCESS**

Request Type	<b>Agency</b> <input type="checkbox"/> <b>GRAMA</b> <input type="checkbox"/> <b>Litigation Hold</b> <input type="checkbox"/> <b>DTS Internal</b> <input type="checkbox"/>				
Requestor Name			Requestor Phone		
Agency			ELCID		
Scope	E-Mail <input type="checkbox"/> Network Files <input type="checkbox"/> Hard Drive <input type="checkbox"/> Internet Report <input type="checkbox"/> Desk Phone Records <input type="checkbox"/> Cell Phone Records <input type="checkbox"/> Other (specify in instructions below) <input type="checkbox"/>				
Effective Dates	From		Until		Due Date
Subject Information	Employment Status		Active <input type="checkbox"/> Admin Leave <input type="checkbox"/> Terminated <input type="checkbox"/> Other <input type="checkbox"/>		
	Confidentiality Notice		Aware <input type="checkbox"/> Unaware <input type="checkbox"/>		
	Full Name				
	E-Mail Address				
	User ID				
	File Server				
	Workstation IP Address				
	PGP Passphrase				
	Phone Number(s)				
	Physical Location				
	Location Contact				
Report Results To					

**Instructions**

**Authorization**

	Signature	Name	Date
CIO		Mark VanOrden	
COO		Ken Peterson	
CISO		Phil Bates	
DTS Manager			
HR Representative			

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